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17 NOV 1982

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM:

[REDACTED]

25X1

SUBJECT: Headquarters Annex Committee Report

1. Attached is a list of problems in Annex facilities which are being addressed by this office. (U)

2. [REDACTED] do not come under Logistics Services Division (LSD) jurisdiction and therefore are not covered. (C)

3. Many of the problems not addressed; i.e., selection of wall art, paint accents, broken furniture, drapery, signs and clutter are matters which affect specific offices. It is the responsibility of administrators in those areas to cite funds, process requisitions, and initiate any other coordination that may be necessary. LSD will be happy to assist offices needing assistance. (U)

[REDACTED]

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Attachment

cc:

[REDACTED]

Distribution:

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OL/LSD

[REDACTED]

(17 Nov 82)

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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Key Building

The owner/manager and the Agency will be conferring on the floor tile and carpet tile. The asphalt tiles are separating from the floor and the manager says the carpet tile is causing the problem. We cannot replace the carpet tile until the asphalt tiles are repalced or reglued.

The Building Manager has agreed to improve the condition of the fourth floor Ladies Room.

Ames Building

Reception Room cubicles will be checked for light levels and if they are within GSA's 50 footcandles lighting criteria, they should not be increased due to energy conservation requirements.

Depot stock is being checked for availability of suitable furniture to be placed in the second floor lounges.

Central Building

The heating/cooling systems have been under repair several times in recent weeks. New air filters have been installed by GSA to alleviate the roof problem.

The steam leaks have been repaired and GSA will be requested to replace all damaged ceiling tiles.

East Building

The handrail on the Main Staircase was tightened. The area with loose tiles is now carpeted.

The air conditioner is the Men's Room drains into a set-tub. However, there are wash basins available for use in the same area.

South Building

With the exception of a fes areas of South Building, the building has been painted. A work order has been submitted to paint the remainder.

Overhead lights in the Ladies' Rooms have been replaced.

The building has recently been sprayed by an exterminator and GSA will be requested to provide a regularly scheduled vermin extermination program.

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[REDACTED]

The trash should not be left in the hall. This situation is probably the greatest cause of roaches in any food service area. SM&FB will provide a wheeled trash receptacle for Ogden's use.

The sink problem will be looked into to see if the problem justifies the expense. Larger and/or additional trash receptacles will be placed in the bathrooms.

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The heating/cooling problem will be surveyed by GSA and

[REDACTED]

is being asked to provide a clean rug in the entry area.

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[REDACTED]

The owners have been requested to paint the corridors and Room 3H03.

SM&FB is working on the repair/replacement of the carpet in the D/L's Office and in corridors as required.